



DEPARTMENT OF THE ARMY  
AREA II SUPPORT ACTIVITY  
UNIT #15333  
APO AP 96205-5333

REPLY TO  
ATTENTION OF:

IMKO-AB-PL-LO

24 August 2005

COMMAND POLICY #5-22

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Replacement of Government Issue Identification Cards (DD2A, DD2RET, DD 2764, DD 2765, DD1173, USFK 37EK) and Ration Control Cards (USFK Forms 73-1 through 73-5 and 46-3)

1. REFERENCE:

- a. USFK Reg. 190-7, Installation Access Control System, 15 Nov 04
- b. AR 600-8-14/AFI 36-3026 Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel, 20 Dec 2002
- c. USFK Reg. 60-1, Ration Control Policy – Access To Duty Free Goods, 7 June 2004

2. PURPOSE: To establish procedures for replacement of Government Issue identification and Ration Control cards.

3. APPLICABILITY: This policy applies to all Area II personnel.

4. GENERAL: The following procedures are required when Identification (ID) and Ration Control (RCC) cards are to be replaced:

- a. On Area II installations, individuals without a Government Issue ID card must be escorted at all times.
- b. Receive an EAPB Form 3 from the Military Police station.
- c. Obtain a memorandum signed by first O-5 in the Chain of Command or GS-14 explaining corrective action taken to prevent another loss. Personnel who are O-5/GS-14 will obtain a memorandum signed by their immediate supervisor.

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d. Sponsor must accompany family member to the Pass and Identification Office or Area II Ration Control Office as applicable.

e. Sponsor is unable to escort family member due to deployment or TDY, a Power of Attorney and a copy of deployment/TDY orders.

f. EAPB Form 3 is not recognized as access media and individuals will be denied post access without an escort. Only forms of Identification authorized for unescorted access to the Yongsan Garrison Installation are provided in USFK REG 190-7, par 2-1.

5. RESPONSIBILITY:

a. Commanders

(1) Establish unit policy for Government Issue ID and RCC card replacement.

(2) Sign memorandum explaining corrective action to ensure safeguard of new ID/RCC.

(3) Provide an individual to escort personnel on the installation until appropriate installation access media is available.

b. Provost Marshal Office

(1) Issue EAPB Form 3

(2) Provide letter to Unit commanders for individual with repetitive Government Issue ID/RCC loss.

(3) Provide Area II Commander, Attn: Law & Order Office a monthly analysis of units with ID/RCC loss.

c. 516th PSB Identification Card Section

(1) Ensure appropriate documents are provided prior to issuing a replacement Government ID card.

(2) Continue to stress importance of safeguarding Government Issue ID cards.

d. Area II Ration Control Office

(1) Ensure appropriate documents are provided/BIDS verified prior to issuing a replacement Ration Control card.

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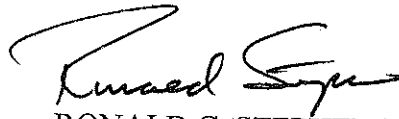
(2) Continue to stress importance of safeguarding Government Issue Ration Control cards.

e. Area II Law and Order Officer -

(1) Is the designated representative of the Area II Commander and has supervisory responsibility over the Area II Individual Conduct And Appearance Policy.

(2) Is the Area II POC for this command policy.

6. Emergencies will be addressed on a case-by-case basis. Any questions regarding this policy should be addressed to Commander, Area II Support Activity, Attn: Law & Order Office, 738-4603/4361/4414.



RONALD C. STEPHENS  
COL, SC  
Commanding

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